



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

OUR MISSION

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

JOB OPPORTUNITY**STATE ENTERPRISE ZONE PROGRAM
HOUSING & COMMUNITY DEVELOPMENT REPRESENTATIVE II****Two Full-Time, Permanent Positions****Salary: \$4,316 - \$5,247 Per Month****Final Filing Date: October 7, 2004****DUTIES:**

Under the general supervision of the Program Manager, the incumbent will be actively involved all phases of the State Enterprise Zone Program, which includes the tax incentives for the Enterprise Zones (EZs), Local Area Military Base Recovery Act (LAMBRA) designees, Manufacturing Enhancement Areas (MEAs) and Targeted Tax Areas (TTAs). The incumbent is involved in all tax incentive program activities including program development, providing technical assistance, reviewing and evaluating applications submitted by eligible cities and counties for new area designations. The incumbent is responsible for contract management including ensuring that the necessary documents are prepared, site visits made, program performance monitoring and auditing. The incumbent works with other state and local government representatives, and with a variety of private individuals. The incumbent spends approximately 15 percent of his/her time in the field monitoring and providing technical assistance to local tax incentive areas. The incumbent assists in maintaining database information about the tax incentive areas.

**DESIRABLE
QUALIFICATIONS:**

Applicants should possess strong analytical and writing skills and be able to work effectively with the public and other governmental entities. Technical background in economic development and a knowledge of the needs of businesses; knowledge of federal and state financial assistance programs; experience in managing contracts with local jurisdictions, including resolving compliance issues; public speaking skills; experience in conducting training seminars; familiarity with applicable state laws; familiarity with Microsoft Office (Word, Excel, Access). Travel throughout the State will be required.

LOCATION:

Department of Housing and Community Development
Division of Community Affairs
2710 Gateway Oaks Drive, North Building, Suite 190
Sacramento, CA 95833

WHO MAY APPLY:

Persons currently at the HCDR II level or who have eligibility for appointment or transfer to this classification. Appointment is subject to SROA and State surplus policies.

Additional hires may be made from this bulletin as positions become available.

**SUBMIT RESUME
& APPLICATION
TO:**

Lisa Vergolini, Section Chief
Department of Housing and Community Development
P.O. Box 952054, MS D-39
Sacramento, CA 94252-2054
(916) 263-0467

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Position # 204-8962-354; 204-8962-355 HCD #651 08-34; 08-35**9/23/2004****JOB OPPORTUNITY**